



Course Content
Windows Intermediate
Duration: 1 Day

Overview

MODULE 1

Identify different storage devices physically
Identify storage devices by their drive label

MODULE 2

Files and folders
Understanding pathnames of files
File types
The hierarchical structure of files and folders
File compression

MODULE 3

Locate and select files/folders by using search
View files/folders in different ways
Sorting files/folders in windows explorer
Selecting more than one file/folder
Selecting adjacent files
Selecting non-adjacent files/folders
Identify and select actions on a file

MODULE 4

Create a new folder/directory
Viewing the number of files in folder
Viewing the disk space
Copying files/folders
Moving files/folders
Renaming files/folders
Deleting files/folders

MODULE 5

Common threats to your pc
Unauthorized access
Viruses
Protect information on your pc
Backup
Restore
Read only
Password
Spyware
Other ways to backup

END USER MODULE

- Generic File functions Saving a
- Document Save As Command
- Closing a File
- Opening an Existing File
- Creating a New Document
- Previewing a Document
- Page Set-up
- Printing a document
- Formatting a Document
- Copying & Pasting Text
- Moving Text
- Setting tabs
- Paint Colour
- Box Formatting
- Cut / Copy & Paste a Picture to Word- Pad
- Disk and File Management
- Measurement Terminology
- Disk Density
- Write Protection
- File & Folder Properties
- Sharing Folders with other Users
- Accessing a file over a network
- Using a Virus Protector
- Add / Remove Programs
- Working with Printers
- Removing a Printer
- Changing the Default printer
- Printer Properties and Fonts
- Pausing a Print Job
- Resume Print Jobs
- Purge Print Documents
- To cancel only one print job
- Start Menu
- Clearing Documents (Start Menu)
- Screen Captures
- Capturing the Whole Screen
- Capturing the Active Window
- To copy an icon from a screen dump
- Object Linking and Embedding
- Run Command
- 4 Ways to Speed Up Your Computer's Performance
- Free Up Disk Space
- To use Disk Cleanup
- Speed Up Access to Data
- Error Checking
- Detect and Repair Disk
- Errors
- SpyWare

The above course is compiled for individuals with: Keyboard Skills, Introduction to PCs, Windows Basic, Windows Intermediate, Word Basic and Excel Basic

